

# VACANCY ANNOUNCEMENT

## American Embassy Nouakchott

**OPEN TO:** All Interested Candidates  
**POSITION:** Political/Economic Assistant, FSN-8 or FP-06  
**OPENING DATE:** Wednesday, June 28, 2004  
**CLOSING DATE:** Thursday, August 19, 2004  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** (available upon request at HRO)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Nouakchott is seeking one individual for the position of Political/Economic Assistant in the Political Section.

### **DUTIES AND RESPONSIBILITIES:**

Monitors, researches, analyzes, and reports on a broad scope of political and economic events in Mauritania. Advises Ambassador and Mission staff on significant trends in Mauritanian politics, with particular emphasis on political stability and political economy. Compiles periodic listing of significant economic and political events in Mauritania. Translates political and economic information into and out of French, English and Arabic as necessary for Mission personnel.

### **QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- 1). A University Degree in Political Science, Economics, International Relations, or other closely related field;
- 2). 3 to 5 years of progressively responsible experience in economic and/or social science research and analysis, newspaper reporting of political matters, University teaching, or closely related field;
- 3). Level 3 English, Level 3 French and level 4 Arabic;
- 4). Thorough knowledge of the host country's political, economic and social structure, institutions, political parties, historical development and key political figures. A sound grasp of US foreign policy objectives regarding the host country;
- 5). Ability to develop, organize and analyze statistical data.

## **SELECTION PROCESS:**

After an initial screening, qualified candidates will be invited for an interview, and may be given an oral and written assessment.

## **ADDITIONAL SELECTION CRITERIA:**

1. The Embassy will consider issues such as conflict of interest, nepotism and budget, visa status and whether candidate has a work permit in determining successful candidacy. When equally qualified, American family members (AEFM's) of Mission employees will be given first preference.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY:**

Interested candidates for this position should submit the following:

- Application for Federal Employment (SF-171 or OF-612); **or**
- A current resume or curriculum vitae that provides the same information as an SF-171 or OF-612;
- Documentation (e.g., essays, certificates, awards earned) that address the minimum requirements of the position as listed above.
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- **A phone number.**

A completed Embassy application form and/or résumé should be received by the Human Resources Office at the Embassy by close of business on **August 19, 2004**.

## **SUBMIT APPLICATION TO:**

Human Resources Office  
P.O. Box: 222  
American Embassy Nouakchott  
Tel: **525-2660**

## **POINT OF CONTACT:**

Human Resources Office  
Telephone: **525-2660 ext: 4534 or 4475**  
Fax: **525-1592**

### **\*\*\*DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;

and

- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**NB: A Social Security Number is required to all Non-Ordinarily Residents**

**ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO  
CONSIDERATION WILL BE CONTACTED FOR INTERVIEW AND/OR TEST.**

**CLOSING DATE FOR THIS POSITION: August 19, 2004**  
*An Equal Opportunity Employer*

*Drafted: HR:SyAM  
Cleared: POL:JCrevier  
Approved: MGT:JMadden*